

**BOARD OF ISLAND COUNTY COMMISSIONERS MINUTES OF MEETING  
JANUARY 27, 2014 – REGULAR SESSION**

The Board of Island County Commissioners convened in Regular Session at 11:00 a.m. on January 27, 2014 for a Roundtable with Elected Officials and Appointed Department Heads, held in the Board of County Commissioners Hearing Room, Annex Building, 1 NE 6<sup>th</sup> Street, Coupeville, Washington. Other topics for the Regular Session followed at 6:00 p.m. as shown on the agenda. Jill Johnson, Chair, and Helen Price Johnson, Member were present. Commissioner Emerson attended via telephone.

ROUNDTABLE WITH ISLAND COUNTY  
ELECTED OFFICIALS AND APPOINTED DEPARTMENT HEADS  
[Audio Recording](#)

Elected Officials and Appointed Department Heads Attending:

Melanie Bacon	Keith Higman	Dan Sherk – <i>Excused</i>
Greg Banks	Jill Johnson	Debra Van Pelt
Robert Bishop - <i>Excused</i>	Tim Lawrence - <i>Excused</i>	Dave Wechner
Mark Brown	Elaine Marlow	
Sheilah Crider	Ana Maria d. Nuñez	
Kelly Emerson – <i>Via Telephone</i>	Bill Oakes - <i>Excused</i>	
Mary Engle	Brooke Powell	
Jackie Henderson	Helen Price Johnson	

Together with the monthly departmental roundtable reports by Elected Officials and Appointed Department Heads, agenda items included:

Human Resources -

Procedure Used for New Employees and Employees Leaving the County  
(Presentation by Bruce Rohm – Handout provided)

Human Resources -

New Training Website  
(Presentation by Melanie Bacon – Handout provided)

Central Services -

New Folding Machine and XP Replacement Process  
(Presentation by Elaine Marlow)

IT Committee Priorities by Department

(Presentation by Commissioner Johnson)

- Assessor – PACS Pen Pads for 7 Appraisers to enter data in- field
- Auditor/Treasurer – E-File and E-Recording for REET (*deadline June 30 2015*)
- Clerk – Laserfiche upgrade to transmit directly to State Archives (*in process*)
- Commissioner Emerson – Sheriff's E-Lert links on the County website
- Commissioner Price Johnson - Off-site emergency backup for vital records
- GSA/Facilities – Facilities maintenance program; website upgrades; countywide document management

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- Human Resources – Utilization of employee and applicant on-line
- Human Services – Website upgrade
- Planning – Smart Gov; GIS Enterprise System; website upgrades
- Public Health – Smart Gov; GIS; business hub/copier; website upgrades; electronic death registry system jointly with the State Department of Health/Coroner's Office
- Prosecuting Attorney - Tablets; broader use of video conferencing from the desktop; data and email encryption
- Sheriff – Capacity for Spillman upgrades
- Superior Court – Courtroom audio/video upgrade (*in process*)

Hourly Changes Countywide  
(Roundtable discussion)

Executive Session Announced

Commissioner Johnson announced that the Board would recess then meet in Executive Session at 4:00 p.m. as allowed under RCW 42.30.110(1)(i) to discuss with legal counsel litigation or potential litigation. The Executive Session will take place in the Commissioners' office in the Administration Building, Room 216, and would last approximately 30 minutes. No announcement in open public session is expected.

At 12:37 p.m. the Board recessed following Roundtable.

At 4:00 p.m. the Board reconvened Regular Session and immediately went into Executive Session with legal counsel. Due to telecommunications issues Commissioner Johnson announced that the Board would recess at 4:03 p.m. and reconvene at 4:30 p.m. At 4:30 p.m. the Board reconvened Regular Session and immediately, along with legal counsel, went back into Executive Session as provided by RCW 42.30.110(1)(i). At 5:00 p.m. Commissioner Johnson announced that an additional 40 minutes would be needed for Executive Session. The Executive Session concluded at 5:40 p.m. without any announcement. The Board stood in recess until 6:00 p.m.

The Board of Island County Commissioners (including Diking Improvement District #4) met at 6:00 p.m. to consider items contained on the agenda. Commissioners Johnson and Price Johnson were in attendance. Commissioner Emerson attended via Polycom from her office on Camano. The meeting began with the Pledge of Allegiance.

*Note: To view the video recording of this meeting, go to the County's [website](#) or directly to [the video](#). If you are interested only in a specific topic, click on the timestamp located on [the agenda](#) for that particular issue to hear the discussion.*

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PUBLIC INPUT OR COMMENTS

*[Documents on file with the Clerk of the Board]*

Public input or comments were offered by:

- Bruce Eisert
- Commissioner Price Johnson's response to Mr. Eisert

**ACTION TO AMEND THE AGENDA:**

**Motion by Commissioner Price Johnson to approve the agenda as amended, second by Commissioner Emerson. Motion carried 3-0**

**TABLED TO FEBRUARY 3, 2014**

- **Item 34 – Appointment to the Historic Preservation Commission (HPC) at the request of Commissioner Price Johnson**

**ADDED TO THE REGULAR AGENDA**

- **Item 37 – Resolution C-06-14 Proclaiming January 27, 2014-February 2, 2014 the Week of the 12<sup>th</sup> Man**
- **Item 38 – Job Requisition PAA 009/14**

CONSENT AGENDA

*[Documents on file with the Clerk of the Board]*

Pre-audited bills: \$470,856.92

Vouchers: \$699,860.42

Electronic funds transfers: \$329,123.09

Payroll: \$568,076.75

Minutes: Regular Sessions: 12/23/13; 1/6, 1/13/14

Human Services

Contracts that provide mental health counseling services to qualified Island County Residents:

- Contract Amendment No. 1 with Sarri Gilman, LMFT – Contract No. HS-05-13(1); Amount: \$1,000 (RM-HS-2013-510)
- Contract Amendment No. 1 with Island Hospital – Contract No. HS-08-13(1); Amount: 3,500 (RM-HS-2013-508)
- Contract Amendment No. 2 with Arely Jiminez – Contract No. HS-10-13(2); Amount: \$2,500 (RM-HS-2013-507)
- Contract Amendment No. 1 with William Mattila - Contract No. HS-16-13(1); Amount: \$2,500 (RM-HS-2013-505)
- Contract Amendment No. 2 with June Polasek - Contract No. HS-21-13(2); Amount: \$500 (RM-HS-2013-502)
- Contract Amendment No. 2 with Diane Thiel - Contract No. HS-27-13(2); Amount: \$ -3,000 (RM-HS-2013-427)
- Contract Amendment No. 2 with Sarah Walston - Contract No. HS-28-13(2); Amount: \$2,500 (RM-HS-2013-503)
- Contract with Debbie Elwell, LMFT - Contract No. HS-07-14; Amount: \$10,000 (RM-HS-2013-515)

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- Contract with Sarri Gilman, LMFT – Contract No. HS-09-14; Amount: \$7,500 (RM-HS-2013-517)
- Contract with Island Counseling and Consulting - Contract No. HS-11-14; Amount: \$10,000 (RM-HS-2013-518)
- Contract with Island Hospital – Contract No. HS-13-14; Amount: \$15,000 (RM-HS-2013-519)
- Contract with Arely Jiminez, LMFT – Contract No. HS-15-14; Amount: \$7,500 (RM-HS-2013-520)
- Contract with Sarah Manchester, MA – Contract No. HS-19-14; Amount: \$7,500 (RM-HS-2013-522)
- Contract with William Mattila, MA – Contract No. HS-21-14; Amount: \$7,500 (RM-HS-2013-523)
- Contract with Cheryl May, MA – Contract No. HS-21-14; Amount: \$10,000 (RM-HS-2013-524)
- Contract with June Polasek MA, LMFT – Contract No. HS-24-14; Amount: \$10,000 (RM-HS-2013-526)
- Contract with Lena Swanson, PsyD - Contract No. HS-28-14; Amount: \$15,000 (RM-HS-2013-528)
- Contract with Diane Thiel, LICSW – Contract No. HS-29-14; Amount: \$2,500 (RM-HS-2013-450)
- Contract Amendment No. 2 with Sunrise Services for jail transition services. The amendment changes the budget time periods. Contract No. HS-48-13(2); Amount: No change to contract amount (RM-HS-2013-927)
- Request for Full Reconveyance with Habitat for Humanity of Island County, Property Description: Lot 20, Block 2 Harbor Sands, Division 1 (S7080-00-02020-0)
- Contract with Citizens Against Domestic and Sexual Abuse (CADA) to provide housing assistance and supportive services. Contract No. HS-01-14; Amount: \$44,500 (RM-HS-2013-500)
- Contract with Compass Mental Health to provide transitional housing and supportive services for clients exiting jail and systems of care. Contract No. HS-02-14; Amount: \$93,000 (RM-HS-2013-501)

Public Health

- Contract with Island County Juvenile Court Services – 2014 Juvenile Detention Center Nursing Services. Contract for a public health nurse to provide nursing services to the Island County Juvenile Detention Center. Contract No. HD-18-2013; Amount: \$22,000 (Not to exceed) (RM-HLTH-2013-512)
- Contract with Island County Sheriff's Department – 2014 Island County Jail Nursing Services. Contract for a public health nurse to provide nursing services in the Island County Jail. Contract No. HD-17-2013; Amount: \$55,000 (RM-HLTH-2013-511)
- Contract with Mariam Ross, MSW, LICSW – 2014 Behavioral Health Specialist Agreement. Contract funds a behavioral health specialist to provide client screening, assessment, and case management to Medicaid-eligible clients of the Maternal Support Services program in order to improve and promote healthy birth outcomes and create access to prenatal and infant care. Contract No. HD-16-2013; Amount: \$13,000 (RM-HLTH-2013-494)

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- Contract with Christopher Spitters, M.D. – 2014 Medical Service Consultation. Contract to provide professional medical TB consultation to Island County Public Health staff. Contract No. HD-19-2013; Amount: \$12,500 (Not to exceed) (RM-HLTH-2013-513)

Public Works – County Roads

- Certification of 2014 Road Levy & Estimate Revenue Produced – Annual Report due to County Road Administration Board (CRAB)
- Resolution C-05-14 (R-01-14) Initiating a County Road Project designated as CRP 13-04, Woodland Beach Road slide repair project
- Agreement – Beverly Weimann and Wayne Sedgwick; Stormwater Mitigation; Lot 17, Plat of Holmes Harbor Golf and Yacht Club, Division No. 2; Sec. 3, Twp 29N, R 2E (RM-PW-2013-351) (PW-1320-156)
- Purchase Order No. 9955 – Traffic Safety Supply, Inc.; Radar Speed Signs; Through WSDOT No. 02612-ITS2; Amount: \$34,714.37 (incl. WSST) (RM-PW-2014-1) (PW-1320-175)

Sheriff

Equitable Sharing Agreement and Certification, an annual report required by the Department of Justice. Certification is for the Island County Sheriff's Office to participate in the federal equitable sharing program of federally forfeited cash, property or proceeds which are equitably shared with participating law enforcement agencies.

**ACTION TAKEN:**

**Motion by Commissioner Emerson to approve the Consent Agenda as presented, second by Commissioner Price Johnson. Motion carried 3-0**

*At 6:06 p.m. Commissioner Emerson excused herself from the remainder of the meeting.*

REGULAR AGENDA

*[Documents on file with the Clerk of the Board]*

Commissioners

Recommendation of Appointment to the Historic Preservation Commission (HPC), Position No. 2

**ACTION TAKEN:**

**No action – at the request of Commissioner Price Johnson the item is tabled to February 3, 2014**

Commissioners

Recommendation of Re-Appointment to the Civil Service Commission, Position No. 3

**ACTION TAKEN:**

**Motion by Commissioner Price Johnson to appoint Gene Parmelee to the Civil Service Commission, Position No. 3, second by Commissioner Johnson. Motion carried 2-0**

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Commissioners

ADDED TO THE REGULAR AGENDA

Resolution C-06-14 Proclaiming January 27, 2014-February 2, 2014 the week of the 12<sup>th</sup> Man

**ACTION TAKEN;**

**Motion by Commissioner Price Johnson to adopt Resolution C-06-14 Proclaiming January 27, 2014-February 2, 2014 the Week of the 12<sup>th</sup> Man, second by Commissioner Johnson. Motion carried 2-0**

Human Resources

ADDED TO THE REGULAR AGENDA

Job Requisition – Permit Tech I

Melanie Bacon, Human Resources Director, David Wechner, Planning and Community Development Director, and Elaine Marlow, Budget Director, provided the staff report.

**ACTION TAKEN:**

**Motion by Commissioner Price Johnson to approve Job Requisition No. 009/14 – Permit Tech I, second by Commissioner Johnson. Motion carried 2-0**

PUBLIC HEARINGS

*[Documents on file with the Clerk of the Board]*

Budget

Resolution C-04-14 Amending the 2013 Budget. The proposed resolution adjusts the 2013 Budget to reflect the reduction of leave liability paid in December.

Elaine Marlow, Budget Director, provided the staff report.

Commissioner Johnson opened the floor to public comment and there being none, public comment was closed.

**ACTION TAKEN:**

**Motion by Commissioner Price Johnson to adopt Resolution C-04-14 Amending the 2013 Budget, second by Commissioner Johnson. Motion carried 2-0**

COMMISSIONERS COMMENTS AND ANNOUNCEMENTS

Commissioners Johnson and Price Johnson provided their respective comments and announcements.

**ACTION TAKEN:**

**Motion by Commissioner Price Johnson to adjourn Regular Session, second by Commissioner Johnson. Motion carried 2-0**

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There being no further business to come before the Board the meeting adjourned at 6:28 p.m.  
The Board will meet next in Regular Session on February 3, 2014 beginning at 10:00 a.m.

BOARD OF COUNTY COMMISSIONERS  
ISLAND COUNTY, WASHINGTON

\_\_\_\_\_  
Jill Johnson, Chair

\_\_\_\_\_  
Kelly Emerson, Member  
*(Excused following approval of Consent Agenda)*

\_\_\_\_\_  
Helen Price Johnson, Member

ATTEST:

\_\_\_\_\_  
Debbie Thompson  
Clerk of the Board